

**SAFE HAVEN TRAVEL VOUCHER
INSTRUCTIONS
WHEN YOU CAN USE CEFMS**

SAFE HAVEN TRAVEL ORDERS MUST BE PREPARED IN CEFMS IF POSSIBLE

Your safe haven travel orders have been prepared and in CEFMS. However, if you are TDY you might have two or more orders in CEFMS. The best way to determine if you have the correct orders is by reading the remarks block – the first line (on the second page) starts with:

**** Alternate safe have location.**

Preparing safe haven travel orders in CEFMS can be different than normal. Follow the below when completing the voucher in CEFMS:

1. Make sure you mark the voucher “P” partial if the employee AND/OR family is still in a safe haven status. The employee and/or dependents are in a safe haven status if:

a. Both the employee and their dependents are in safe haven if they have not returned to the New Orleans area.

b. Dependents are in safe haven if they have not returned to the New Orleans area while the employee is TDY (code TD).

c. When the employee or family pay rents or lodging in the vicinity of their work location due to their permanent residence being uninhabitable

2. Mark the voucher “F” if both the employee and family are no longer in a safe haven status. You are not in a safe haven status if:

a. The employee and family did not evacuate.

b. The employee is ordered to TDY and there are no dependents (you are safe haven prior to this point if not order to TDY prior to departing the New Orleans area for evacuation)

c. The employee and family are home and in their residence.

d. The evacuation order is no longer in effect. No allowance will be paid after the order is lifted.

2. If this is the first safe haven voucher, mark it “B” beginning.

When the employee is on safe haven and is not or has not been on TDY, fill out the itinerary based on where the employee has traveled. If the employee is or has been on TDY, fill out the itinerary based on how the dependents traveled.

3. CEFMS requires that all vouchers end in MC, even on partial settlements.

4. Your second CEFMS voucher (for partial settlements) will start on the last leg in the system and 1 minute later.

5. Do not mix safe haven and TDY allowances.

- All payments are by EFT, if you don't have a travel account your payment will be made to your payroll EFT account. If you have and used a government travel card, you must fill out the Split Disbursement block.

Itinerary:

1. Fill out exactly as you and your family traveled. Ensure your City, State locations are properly recorded.

3. If you used your car to travel, record your mileage from residence to safe haven and return to residence in block

3. When the employee is called to work/TDY and the family is still in a safe haven status, **continue filling out the travel voucher based on the family's location.**

4. Family is in a safe haven travel status until: evacuation is cancelled, they return to their home (or vicinity).

5. While in safe haven, the reason for stop is **TD**.

REMARKS: The following bold remarks are mandatory and must be added as "**REMARKS**" on the travel voucher. Additionally, enter in the same order as shown below.

Safe Haven travel claim. When the employee is called to work, add **employee ordered to work on dd/mm/yy** (e.g. 15 Sep 05) or if the employee is still in safe haven (non-work), add **Employee on Safe Haven**. List authorized dependents, include name, relationship and date of marriage/birth, start with spouse and then from oldest to youngest (example: **Dependents: Jill Smith, Spouse, 2-14-2000 , Joe Smith, son 2-2-01, Jane Smith, daughter 2-1-04**). If your dependents traveled to different locations then you or stayed in a location different than yours, place concise remarks listing the **dependent's name, location and dates**

***** If your spouse or children work for the Federal Government, you cannot claim them as a dependent. They must file their own claim. Common dependents (e.g. children whose parents work for the Federal Government) can only be listed on one employee's claim.**

Reimbursable Expenses: The following **are not authorized**.

1. Rental car
2. Vicinity mileage around the safe haven location
3. Personal phone calls
4. Lodging costs if you stay with friends or family
5. Any expenses for which you have been compensated by another source (e.g., FEMA, Red Cross, or Insurance Company, etc.)

Print, sign (manually or electronically) and date your form add necessary receipts and turn in to your supervisor for approval in CEFMS. Unsigned forms will be returned with no action taken.